



Parishes And Curia Together

Parish Support Newsletter

VOLUME 3, ISSUE 7

JULY 2018

July To-Do List

- 2nd Quarter 941 due from non-Lawson parishes
- Status Animarum due Aug. 20th
- QB Financial Yearend due Aug. 20th

Schedules: Updates, Training & Meetings

- 7/1 & 7/22: QB updates—no access to files from 7pm-8pm

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Happy Birthday, PACT!

Can you believe it's been two years since PACT started this journey? The time has really flown by. In the last twenty-four months, we've published twenty-two issues, over two-hundred sixty-five articles and a comprehensive inter-active index. It's truly a work in process.

PACT was created to inform and instruct. From your feedback, those goals are being met. You've also told us it has become your easy-to-use, go-to reference and resource.

Never hesitate to contact us with questions and suggestions!



Fiscal Yearend Meetings

This year the Fiscal Yearend meetings were 'on the road again'. Six meetings were held in five different locations. One-hundred sixty-three attendees represented one-hundred twenty-nine parishes at the six meetings. Special thanks to All Saints-St. Peters, Our Lady of Lourdes-Washington, St. Sabina and St. Agnes - our four hosting parishes. Without your generosity and support the meetings would not have been possible. Thanks also to the guest speakers.

Elizabeth Westhoff (Communications) explained the format and function of the Office of Communications. She also introduced Basecamp and informed us of the Curia's attempt at reducing emails. Her office is also working on new and improved internet and intranet sites with enhanced organization and searches.

Teak Philips (St. Louis Review) is a newcomer to our meetings and brought first-hand knowledge of the St. Louis Review. His presentation included guidance to parishes regarding all things STL Review—from the subscriber list, to having a story covered, and everything in between. It was great to learn how his office works with parishes to inform our Catholic community.

Mike Eagan and Sharon Gogel (Gallagher Basset) offered support and answered questions regarding the retirement program and Prudential.

Mike Duffy (Internal Audit) addressed concerns/problems with school financial statements and tuition; scrip programs; budgeting; and altered Finance Committee financial statements.

Eric Fair, Rena Schergen and Eric Holt (Archives) provided insight into services their office provides. Parishes were reminded of the Sacramental Records Handbook and Parish Records Management Manual which are readily available in PHOL.

Jerry Amsler (Parish Administrative Services) described short-term services provided to parishes and the growth of the Pastoral Institute of Leadership.

Sally Serbus (Parish Support) reviewed both Status Animarum and Yearend Fiscal reporting procedures. The importance of meeting the August 20th deadline was explained. Secretaries were asked to be sure to update ALL contact information in PHOL (up to 20 assignments). This will enable Archdiocesan offices to communicate easily and efficiently with parish contacts.

Second Quarter 941 Is Due

Parishes using QuickBooks to process payroll are reminded that the second quarter 941 is due. We recommend submitting the 941 and Payroll Summary immediately after running the last June payroll. Doing so provides ample time for the review. Please submit to parish_support@archstl.org.



QuickBooks Yearend Activities



June 30th brings another fiscal year to a close which means it's time to review and submit your QuickBooks file for the annual review.

It is important that **you** review your file before submitting. To facilitate your review please use the Parish Financial Review Checklist that was included in your meeting handouts. For those who were unable to attend one of the six meetings [click here](#) for the checklist.

The following items **MUST** be completed to start the review;

- ◆ All bank, SLAF and investment fund accounts

- ◆ must be reconciled
- ◆ Both the Balance Sheet and P&L must collapse to 2-digit header accounts
- ◆ All income/expense transactions must be tied to a class—there should be no unclassified transactions
- ◆ A budget must be entered for the parish and school, if applicable.

After completing the review checklist, send an email to parish_support@archstl.org. Please include the parish number, name and 'year end review' in the subject. If you know of a problem please note it in your email.

The submission due date is August 20, 2018.

*"The end of the fiscal year is a busy and stressful time for parish staff. Don't face problems alone. Call/email Parish Support. We're here to help."
—Sally*

Status Animarum

The end of the fiscal year means that the parish Status Animarum is due. This year the due date is August 20th.

To complete the Status Animarum you need the following five counts from your Servant Keeper file:

1. Number of Catholics
2. Number of Contributors
3. Number of Catholic households
4. Number of Mixed household
5. Total number of households

There should be existing Status Animarum groups in your Servant Keeper that will give you the needed numbers. Statistical Report Instructions were included in your meeting handouts. If the groups do not exist and you do not have the handout, [click here](#) for the detailed directions on how to create the groups.

Instructions for Preparing the Status Animarum were also included in your meeting handouts. You may access a copy by [clicking here](#). Both links take you to the Parish Support—Fiscal Year End Financial Documentation webpage.

As noted in the Preparing the Status Animarum instructions, the sacramental registers for Baptisms, Marriages and Confirmations along with the Verification/Reminders page will print out. Only those signed documents need to be mailed in. Please verify that the pastor has signed each page of the registers—even if there are no sacraments listed.

As always, please don't hesitate to contact Parish Support for assistance.

Farewell and Welcome

It's a bittersweet and joyful time in the Parish Support office. On June 26th we said farewell to Donna Bosch. Donna joined Parish Support in April 2016. She worked two days a week, did a wonderful job and enjoyed supporting the parishes. Donna has accepted a full-time position at a parish—so while she's leaving Parish Support, she's still part of the 'family'. We wish her well.

On July 10th we welcome Michele Fisher as our new full-time Parish Support Representative. Michele has extensive parish and administrative experience. She's joining us at our BUSIEST time—941s and yearend—so be kind! You can reach Michele at 314.792.7072 and at MicheleFisher@archstl.org. As mentioned previously, she is full-time so feel free to contact her anytime Monday through Friday.





Prudential

Employee Retirement Information

Hopefully, the administration of the employee retirement benefit program has become easier since the transition to Prudential. The transition brought freedom from the following paperwork nightmares: new employee enrollment forms, employee change forms, beneficiary forms and deferral rate change forms.

In addition to less paperwork, you

are no longer 'in the middle' between your employee and the retirement record-keeper. Simply give your employees the informational handout and/or beneficiary flyer when they have any questions. [Click here](#) for the informational handout and [here](#) for the beneficiary flyer for all employees. Both items are also available on the HR benefits webpage.

"Change can be frightening, and the temptation is often to resist it. But change almost always provides opportunities - to learn new things, to rethink tired processes, and to improve the way we work.

- Klaus Schwab

HRIS

On June 14, 2018, Archbishop Carlson announced a new technology platform initiative to manage employee related information. Please [click here](#) for access to the full memorandum for additional details. We are committed to the success of the implementation of this project and Cheryl Flaherty, Executive Director of Human Resources, will be providing periodic updates as planning decisions are made.

News from the Finance Office

Please join the Finance Office in wishing Carrol Biddle well as she enters retirement in July 2018. The Finance Office plans to congratulate and celebrate her 20 years of service on Wednesday, July 25. Contact LaWanda Barnes at 314-792-7129 or lawandabarnes@archstl.org for additional information.

Interest rates on depositor fund and loan accounts will increase by 0.25% on July 1.

You're Invited!

The Archdiocese Office of Human Resources is inviting parishes to host an H&H Wellness screening *and/or* the Employee Flu Vaccine program this fall. Eve Baumann, our HR Benefits Coordinator, sent an email on June 8th regarding these upcoming great wellness programs. Please contact Eve at 314.792.7548 or EveBaumann@archstl.org to host an event.



#33770862

Open Enrollment Report



Your Employee Open Enrollment report was sent to parishes at the end of June. Parishes running payroll in QuickBooks should enter the benefits information from this report in employee QuickBooks files before running any July payroll. This report details each employee’s Health Insurance coverage along with a breakdown of the employee and employer’s portion of the premiums. Please note any Spousal surcharge *fee* or exemption.

The report also includes details on the Flexible

Spending Accounts (FSA). Be sure to pay close attention to the FSA Medical and FSA Dependent Care information as the FSA does not automatically ‘rollover’ each year like health insurance. The employee must reenroll every year. If an employee elected either one or both plans, please enter the new pledge amounts. If the election does not appear on the report or shows FSA Waive plan, you must eliminate that deduction from the employee’s payroll file in QuickBooks.

If you have any questions regarding your report, please contact Anne Hager at 314.792.7544.

What’s A SAM II Vendor Code?

While completing a vendor form, a parish was asked for their SAM II Vendor Code. The code is used by the State of Missouri as part of their integrated financial, HR and payroll system. That system includes accounts payable and accounts receivable. Therefore, any parish/school that has received funds (think milk

money grants) from the state has a state issued SAM II vendor code.

How can you find your code? A search is not necessary. Your code is simply your 9 digit FEIN plus 2 zeros: ##-#####00.

What’s In A Name?

Just a gentle reminder that last year the Regina Cleri Special Collection was renamed to the Archbishop’s Easter Appeal for Retired Priests. Please note that QuickBooks account 244160 should still be used to record this special collection. You may wish to change the name from “Regina Cleri” to “Appeal for Retired Priests” on your Chart of Accounts.

Remember this is not to be confused with the Retirement Fund for Religious (account 244280) which benefits members of religious orders (sister, brothers, etc.).

Two different collections - two different purposes.

Priest Assignments

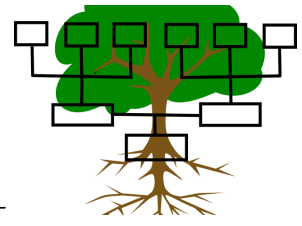
While new priest assignments occur once a year, only a small number of parishes are affected each year. Therefore, you may not set up a new priest on payroll for many years. Priests are exempt from Social Security and Medicare taxes.

Parishes running payroll in QuickBooks must be sure to uncheck the Social Security and Medicare Tax boxes under the ‘Taxes’ tab.

Parishes on the Lawson payroll system may disregard this article. Lawson will correctly handle the taxes for you.



From the Curia—Archives—Genealogy Research in Sacramental Registers



Did you know that the sacramental registers are on microfilm and available for researchers at the St. Louis County Library? No need to do lookups when you've barely got the time! The County Library on Lindbergh Blvd. will do look-ups of sacramental information for offsite patrons, or patrons can go and spend as much time as they'd like with the microfilm. See their website at <http://www.slcl.org/genealogy>. The Archdiocese of St. Louis restricts records 1930 and onward;

records before 1930 are considered open to the public.

However, this does not mean that you are obligated to accommodate folks to flip through registers, especially those old, fragile volumes. Send them to the County Library for all their genealogical needs. Have questions? Contact Archives at 314-792-7020 or archives@archstl.org.

It's Time for Multi-User Mode!

Please verify that you are always in multi-user user mode while working in QuickBooks. Multi-user mode allows Parish Support to gain access to the file and assist in answering your questions. It is crucial when working on yearend reviews.

Lawson Update

We welcome Incarnate Word, Immaculate Conception—Dardenne and All Saints Academy to Lawson payroll this month with two more joining in August! Currently 104 parishes/schools are enjoying the benefits of using Lawson Payroll. With the total cost to parishes only \$1.25 per paycheck, what's not to like? No more worries about missing tax and remittance deadlines are just two benefits.

To discuss Lawson payroll and specific information regarding the conversion process for your parish or school, please contact Darlene Doerr at 314.792.7117 or Barb Sandell at 314.792.7082.

Parish Support Contact Information

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Parish Support exists to serve both parishes and Curia. We serve St. Louis pastors, parish staff, Curia members, volunteers, USCCB and parishes outside of the diocese. It is our mission to provide training and support. We either have the answer, will get the answer, or refer you to someone who can help.

We are here to help.

[Click here](#) for immediate access to back issues of PACT—including a comprehensive Index for all issues.

[Click Here to Visit Parish Support Web Page](#)